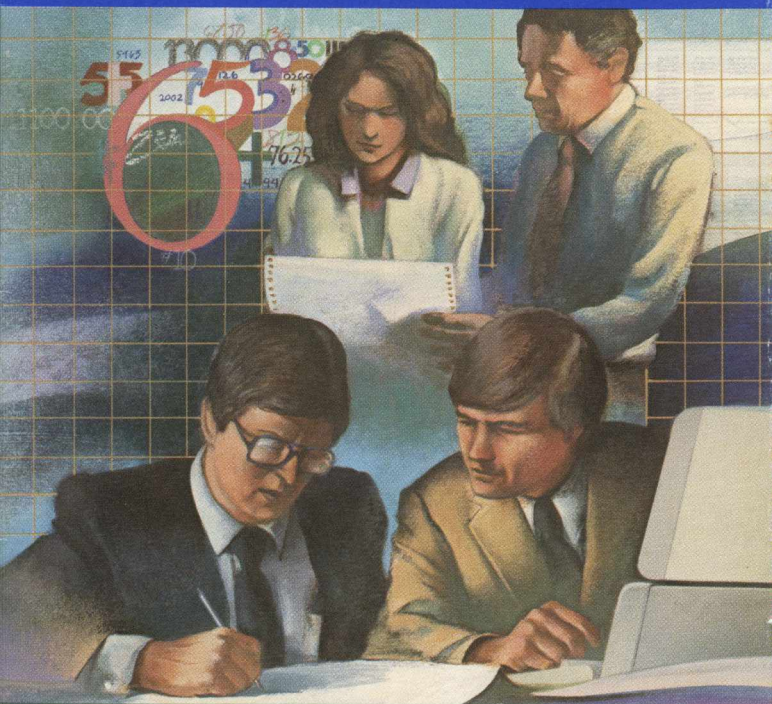


IBM Business Management Series

Business Software for today and tomorrow

Business Family



IBM

Personal
Computer
Software

Presenting the IBM Business Management Series for the IBM Personal Computer

You can now get business software that was developed by the same company that developed the IBM Personal Computer. IBM has used its extensive experience in business application software to develop high-quality, functionally rich software for the Personal Computer. Teaming your IBM PC with the IBM Business Management Series is an Ideal Match!

The IBM Business Management Series of accounting and networking applications is designed to:

- Help improve inventory accounting
- Track profitability
- Help process payroll efficiently
- Help control operating costs
- Promote improved cash flow
- Expedite order entry and invoicing process
- Achieve and manage growth with applications, files, and hardware, shared through the IBM PC Network
- ...and much more.



The IBM Business Management Series may help improve your control of the day-to-day details of running your business, maintaining an excellent audit trail at the same time. The IBM Business Management Series includes:

- *General Ledger Edition*
- *Accounts Receivable Edition*
- *Order Entry and Invoicing Edition*
- *Accounts Payable Edition*
- *Payroll Edition*
- *Inventory Accounting Edition*
- *Local Area Network Access Edition*

These products offer a wide range of functions that may help meet your current and future business needs.

Among their many advantages are easy installation, learning, and use. You can start with one application, possibly the **IBM General Ledger Edition**, then add applications to form an efficient, interactive system that provides a total accounting solution.

If your company has installed the IBM PC Network, or plans to do so, the IBM Business Management Series **Local Area Network Access Edition** may help increase the network's usefulness and value. The **IBM Local Area Network Access Edition**, working with the IBM PC Network, permits operators at different IBM Personal Computers to concurrently access IBM Business Management Series Editions and data files. This IBM software solution can help keep increasing volumes of work flowing smoothly.

Your investment in IBM business software can be protected by subscribing to IBM Extended Support. There are several fee support services available from IBM Extended Support, including telephone assistance.

We believe the IBM Business Management Series can provide important advantages to a business: comprehensive, high-quality software; applications that work together; network access capability; and dependable support.

Let's examine each application in the IBM Business Management Series.

General Ledger Edition

Manage your profitability

If you can't produce an accurate profit picture of your business quickly, you may be running it in the dark — or in the red. The **IBM General Ledger Edition** can help you manage your profit. You can tailor a variety of financial reports to meet your specific needs, including a general journal and five special journals you can use for sales, purchases, disbursements, and more.

The IBM General Ledger Edition can provide:

- Complete accounting for all journal entries
- The opening balance, any posted debits and credits, total net change, and the closing balance for each account
- A trial balance available in three formats
- Customized balance sheets that summarize assets, liabilities, and equity status
- Income statements on demand which show the monthly and year-to-date status of your business
- Comparisons of your current, budgeted, and past financial status to give you a clear picture of trends to help determine marketing, investment, and financial strategies
- Flexibility that accommodates up to 13 fiscal periods
- Posting to any one of 13 previous, current, or future periods for the current year
- Automated recurring journal entries, such as depreciation
- Financial statements for multiple companies that can be combined in one financial statement
- A detailed listing of all transactions processed during the year
- A comprehensive audit trail
- Automated posting from the IBM Business Management Series *Payroll*, *Accounts Payable*, *Accounts Receivable*, and *Order Entry and Invoicing Editions* (if installed)

Because there's really no such thing as a routine business, the **IBM General Ledger Edition** does a lot more than routine bookkeeping.





Accounts Receivable Edition

Track who owes you, and how much

One of the most valuable assets to your business is the money owed to you.

The *IBM Accounts Receivable Edition* helps you control this asset by providing:

- Easy entry of payments, charges, and adjustments
- Flexible, automatic aging
- Customer statements that include a tear-off return slip and optional late charges
- Delinquency notices
- Flexible reporting options to give you the facts you need to make good business judgments
- Inquiries into customer accounts
- Open-item or balance-forward customer categories
- Cash and COD transactions supported
- Customer sales statistics

Timely information, along with prompt, accurate statements, help reduce collection delays and improve cash flow. By allowing better controls, the *IBM Accounts Receivable Edition* can help strengthen the financial controls which make your business profitable.

Order Entry and Invoicing Edition

Simplify billing

Savings in order processing time is one of the benefits you may discover using the *IBM Order Entry and Invoicing Edition*. This application will help automate your order entry procedures and keep your billing under control.

Tasks this product performs include:

- Automatic pricing, including a base price and up to four alternate prices per item for markups and markdowns

- Automatic calculation of discounts
- Customer credit checking (if the **IBM Accounts Receivable Edition** is installed)
- Automatic calculation of sales taxes for 50 taxing jurisdictions and FET tax
- Changes to open orders by item or total order
- Over-the-counter invoicing
- Allocation of inventory (if the **IBM Inventory Accounting Edition** is installed)
- Customer and item inquiries
- Audit reports as a by-product of your daily invoicing
- Sales information posted to the **IBM Accounts Receivable, Inventory Accounting, and General Ledger Editions** (if installed)

These features can help you provide better customer service through flexible order entry and timely, accurate invoicing.

Accounts Payable Edition

Information to help you improve cash flow

The **IBM Accounts Payable Edition** can help you quickly and easily determine your immediate cash requirements, select items for payment, and print checks and audit journals.

It also provides:

- Comprehensive discount capability
- An Open Payables Report, reflecting the total liability for each date invoices are due
- A Cash Requirements Report to help manage cash flow
- An Aged Open Payables Report with three aging periods to plan future cash requirements
- The ability to allow partial payment of an invoice
- A list of vendor names, addresses, and phone numbers
- A comprehensive audit trail
- A Vendor Analysis Report which provides vendor statistics at a glance, for better price negotiations
- Recurring invoice and manual check capabilities
- An inquiry screen showing vendor and open payables information

Payroll Edition

Take the headaches out of payday

The **IBM Payroll Edition** can help you prepare your payroll more efficiently, quickly, and accurately.

Among the wide variety of chores it can handle are:

- Automatic calculation of each employee's gross-to-net earnings
- Multiple pay rates (hourly, exempt, and non-exempt salaried)
- Up to 20 state or local taxes can be calculated and withheld per check
- A variety of pay frequencies
- Accurate and timely printing of payroll checks and earnings statements
- Consolidated tax reports for federal requirements
- Preparation and printing of W-2 reports and necessary pay period reports
- Creation of a clear audit trail for each transaction
- Miscellaneous deduction and benefit tracking
- Tip tracking
- Taxable and nontaxable adjustment support



Inventory Accounting Edition

Stock only what you sell

The *IBM Inventory Accounting Edition* can help you increase your return on inventory investment and reduce stock to cost-saving minimums.

The *IBM Inventory Accounting Edition* can:

- Process sales, returns, allowances, receipts, and adjustments for items stocked in up to 99 warehouses
- Maintain accurate records of period-to-date and year-to-date costs and sales for each item you stock
- Produce various methods of inventory analysis and reporting, such as:
 - Ranking by on-hand value, year-to-date profit, year-to-date sales, item number, or date last sold
 - Highlighting needed items on a Reorder Report
 - Indicating exception conditions such as items that are overstocked, understocked, deviating in cost, or discontinued by the vendor
 - Printing a Physical Inventory List to help you take an actual count of your inventory
 - Listing a base price and up to four alternate prices (or percentages) per item on an Item Price List

With this kind of information, you can help prevent delays, improve reorder procedures, and save money by balancing your inventory investment against sales activity. This could free funds for other areas in your business.



Local Area Network Access Edition

Sharing applications and information

The *IBM Local Area Network Access Edition (IBM LANAE)* helps manage business activity, while allowing users to balance computer resources. Using the *IBM LANAE* with Business Management Series Editions, applications and data can be shared by others on the IBM PC Network.

IBM Business Management Series applications and data can be installed and stored on one IBM Personal Computer XT, or on one IBM Personal Computer AT. This machine is the "Server," and helps coordinate Business Management Series Editions on the IBM PC Network. Install the *IBM LANAE* on each additional IBM PC, and link as many as 5 PCs within a radius of 1000 feet. Any of these PCs can share any IBM Business Management Series application and data within your IBM PC Network.

Some potential benefits for users of the IBM Business Management Series with *IBM LANAE* include:

- Access to information needed by more than one department
- Single source of company information helps prompt consistent reporting and decision making
- Concurrent use of IBM Business Management Series Editions, provided that two programs do not change information in the same file at the same time
- Ability to simultaneously update information for different companies
- Advance notification of potential file conflicts, before jobs are started
- Printer production work at the Server permits continued use of the originating PC for other functions
- Printing delays can be reduced by printing on any printer available in the network
- Easy transition to IBM Business Management Series applications on the IBM PC Network

The *IBM LANAE* can complement other IBM products to share hardware and software resources among many users. Networking can help make efficient use of time, and help provide easy access to consistent, up-to-date information.

Simple to Use

Information is of little value unless you can put it to use. That's why we put extra effort into making the IBM Business Management Series easy for you to learn and use.

The programs and books have been tested extensively. We have created a simulated business environment in the IBM Usability Laboratories. Here, people with all levels of computer experience help us discover ways to make our software easier to use and understand.

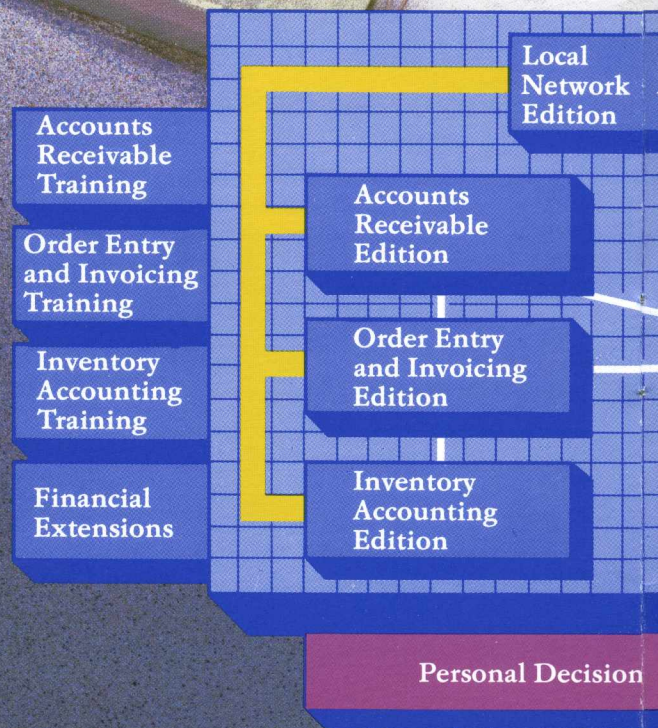
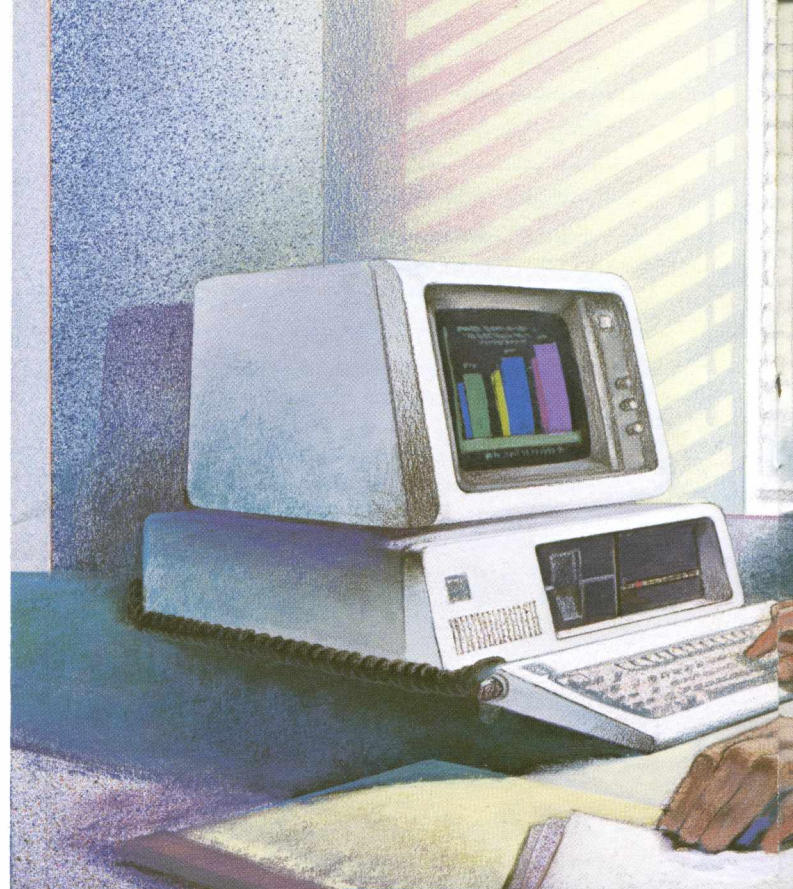
The ease-of-use features you'll appreciate are:

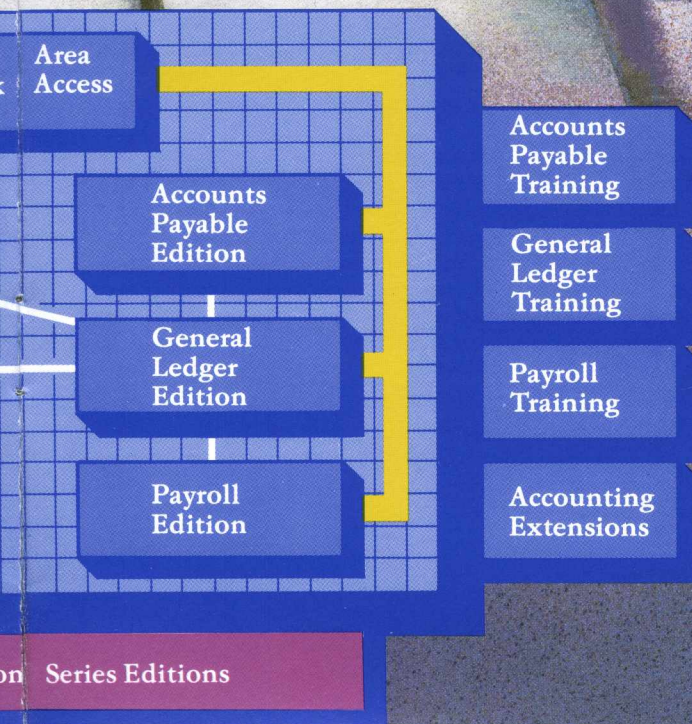
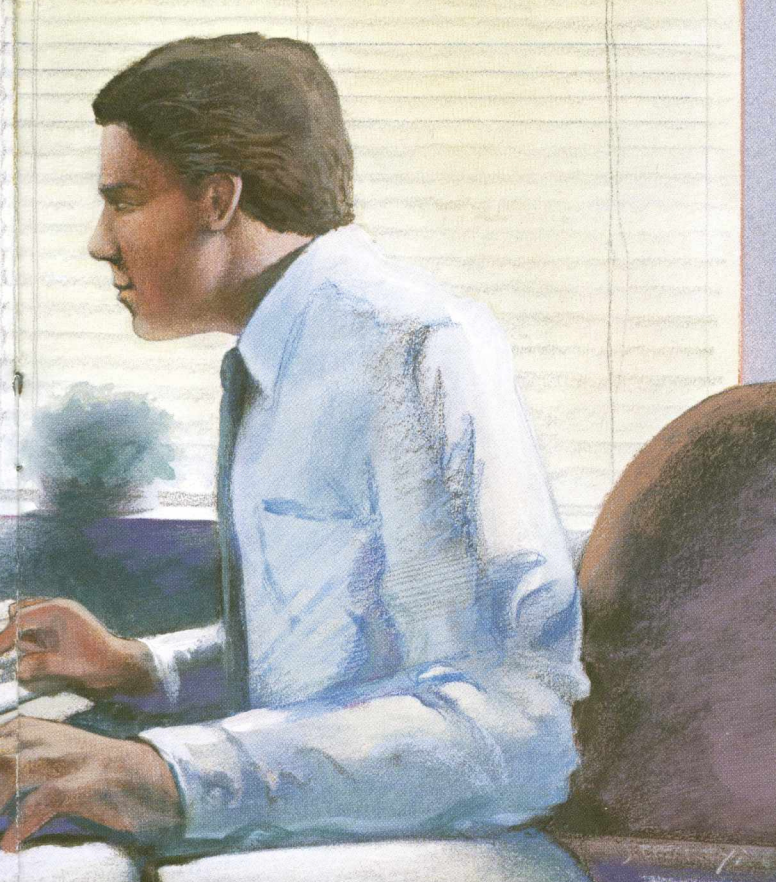
- On-screen instructions to guide you through operations
- HELP text, available with one key stroke, to give you more information
- Consistent screens and commands among the applications
- Highlighted errors explained in plain English immediately
- Fully indexed operator's guide that includes learning exercises

Additional Offerings to Get You Started ...And Keep You Going

There are additional options available from IBM to expand the use of your IBM Personal Computer.

Training. IBM *Training Editions* offer self-paced, automated learning programs for each product in the IBM Business Management Series. This computer-based training simulates actual operations so you can learn the software and practice using it.





Productivity Software. You may want to create customized reports, graphs, and letters using the IBM Business Management Series information. It's easy to do with the IBM Personal Decision Series, a family of productivity software for data base management, report writing, word processing, financial modeling, spreadsheets, and business graphics.

Ready-to-run Extensions. The *Financial and Accounting Extensions Editions* consist of 18 pre-written applications showing you how the IBM Business Management Series and the IBM Personal Decision Series can work together to increase your productivity. For example, you can print reports and graphs for customer and item sales analysis.

Guidance. *An IBM Guide to Choosing Business Software* is a clearly written, non-technical paperback book full of useful information about how to choose, install, and use accounting software.

Continuing Support. The IBM Extended Support service is an ideal way to protect your software investment. This fee option gives you telephone access to IBM specialists on a toll-free number, plus timely updates to your programs when necessary, and an informative journal.

The Next Step

Don't delay! Contact your Authorized IBM Personal Computer dealer, IBM Product Center, or IBM Marketing Representative, and get details on the IBM Business Management Series and IBM LANAE. See how effective an IBM PC Network can be in helping make the most of your company's information! We believe IBM hardware and software may be able to help provide the proper answer to your company's question on providing current information to those people in your organization who need it most. The IBM Business Management Series and the IBM Personal Computer...an Ideal Match!

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or services do not imply that
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in which IBM operates.



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